
Goal: GOVERNMENTAL EXCELLENCE AND EFFECTIVENESS

Desired Community Condition(s)

Financial assets are maximized and protected, and analyzed and reported accurately, understandably, and usefully.

Program Strategy:ACCOUNTING

25503

Financial accounting and technical assistance services

Department: FINANCE AND ADMINISTRATIVE SERVICES

Service Activities

Accounting Services

Strategy Purpose and Description

To provide the core financial infrastructure for City government and provide financial information and technical assistance to City departments, administration, Council, grantor agencies and the public as required.

Service activity functions include:

Financial Systems Support supports the core financial systems, implements system improvements, conducts citywide classes for system users, and conducts regular user group meetings. They also work closely with Information Systems to manage software issues.

Accounts Payable verifies, researches, and pays vendor invoices, through and while working closely with the vendor community and departments.

Payroll verifies and provides payroll payments for approximately 7000 employees. They also maintain records, make payments, and a variety of reports for state and federal governments and others. The unit deals with employee changes and the associated reports such as W-2, W-4, 941; as well as PERA, garnishments, child support, and employee benefits.

Accounts Receivable is responsible for the recording and tracking of payments due the City. This includes everything from Joint Powers Agreements and MOU's.

Special Assessments maintains the data on Special Assessment Districts. They maintain status contact, file Claim of Liens, update ownership changes, track payments, set up payment programs on delinquent accounts, and provide documentation for foreclosures. Additionally, this group does title searches for title companies and developers. Fees are charged that cover the direct cost.

Financial Reporting maintains the City's General Ledger system for an accurate capture of financial date, by posting transactions, reconciling accounts, researching problems, working with departments etc. Maintains the City's fixed assets records. Prepares a variety of reports for various governmental entities, including the Comprehensive Annual Financial Report.

Changes and Key Initiatives

Continue efforts of working and training departments to expedite the payment of vendor invoices.

Expand bi-monthly meetings with finance people to include wide area of concerns in financial matters.

Improve citywide knowledge in the use of the city financial systems and the reporting tool (ReportNet) for those systems.

Provide enhanced payroll training for supervisors and timekeepers.

Continue expanding the number of vendors receiving payments via the ACH apyment method.

Investigate the direct download of County property information including barcodes into the City systems.

Implement e-government access for title companies to do title searches directly for a fee.

Perform file maintenance on vendor files, purge vendors listed under various names, condensing files.

Research and implement policy of on-line city-wide travel reservations. Update city-wide travel regulations accordingly.

Participate in the acquisition, and implementation of a city-wide fully integrated financial system.

Improve the collection of outstanding Accounts Receivable by working closely with the departments and other governmental entities in reconciling billing disputes.

Ensure city business/assets are properly recorded and reported per GASB 34.

Input Measure (\$000's)

2002	110	110 GENERAL FUND	2,827
2003	110	110 GENERAL FUND	2,505
2004	110	110 GENERAL FUND	2,573
2005	110	110 GENERAL FUND	2,761
2006	110	110 GENERAL FUND	2,915

Strategy Outcome	Measure	Year	Project	Mid Year	Actual	Notes
Increase usage by key financial staff of DSS/COGNOS management reports.	<i>The Accounting Division will monitor/survey the departments to determine increased usage.</i>	2001			25%	
		2002	10%			
		2003	15%			
		2004	15%			A survey has not yet been done. One will be completed prior to year end.
		2005	15%	5%		
Increase usage of Reportnet reporting tool by key financial staff.	<i>The Accounting Division will increase the number of training sessions.</i>	2006	25% increase in training			

Strategy Outcome	Measure	Year	Project	Mid Year	Actual	Notes
Increase satisfaction of department directors, administration and council in the use of financial reports.	<i>Increase satisfaction of department directors, administration and council in the use of financial reports.</i>	2001			10%	
		2002	20%			
		2003	25%			

2004 25%

A survey of satisfaction is yet to be completed.

2005 25% 10%

Strategy Outcome	Measure	Year	Project	Mid Year	Actual	Notes
Ensure city business/assets are properly recorded and reported per GASB 34.	<i>Acceptance of the annual CAFR by GFOA, State Auditor, Cognizant Agency and grantors will indicate compliance with GASB 34.</i>	2001			100%	
		2002	100%			
		2003	100%			
		2004	100%	80%	80%	<i>GASB 34 was implemented in the FY/02 audit successfully in all areas but infrastructure assets. The inventory for the individual departments will be completed by the end of Fiscal Year 2005. The handling of City assets in the City's audit was reviewed and approved by Neff & Ricci, the City's external auditors.</i>
		2005	100%	50%		
		2006	100%			

Goal:**GOVERNMENTAL EXCELLENCE AND
EFFECTIVENESS****Parent Program Strategy:** ACCOUNTING**Department:** *FINANCE AND ADMINISTRATIVE SERVICES***Service Activity:** Accounting Services**2526000*****Service Activity Purpose and Description***

To provide the core financial infrastructure for City government and provide financial information and technical assistance to City departments, administration, Council, grantor agencies and the public as required.

Service activity functions include:

Financial Systems Support, supports the financial systems, implements system improvements, conducts citywide classes for system users, and conducts regular user group meetings. They also work closely with Information Systems to improve web sites and manage software issues.

Accounts Payable researches, and pays vendor invoices, through and while working closely with the vendor community and departments.

Payroll verifies and provides payroll payments for approximately 7000 employees. They also maintain records, make payments, and reports (such as 1099's and W2's) for state and federal governments, as well as PERA, garnishments, child support, and employee benefits.

Accounts Receivable is responsible for the recording and tracking of payments due the City. This includes everything from Joint Powers Agreements, to Special Assessment District billings.

Special Assessments maintains the data on Special Assessment Districts. They maintain status contact, file Claim of Liens, update ownership changes, track payments, set up payment programs on delinquent accounts, and provide documentation for foreclosures. Additionally, this group does title searches for title companies and developers. Fees are charged that cover the direct cost.

Financial Reporting maintains the City's General Ledger system for an accurate capture of financial date, by posting all transactions, reconciling accounts, researching problems, working with departments etc. Maintains the City's fixed assets records. Prepares a variety of reports for various governmental entities, including the Comprehensive Annual Financial Report.

Changes and Key Initiatives

Continue training department financial and management staff to utilize the use of the City's financial systems and the reporting tool (COGNOS) for those systems.

Expand periodic user meetings to include items of wide financial information.

Continue efforts of working and training departments to expedite the payment of vendor invoices.

Provide enhanced payroll training for supervisors and timekeepers.

Implement e-government access for title companies to do title searches directly on line for a fee.

Complete the process of paying vendors by ACH and coordinate with vendors to gain their acceptance.

Perform file maintenance on vendor files, purge vendors listed under various names, condensing files.

Continue reconciling cleared checks between bank and MARS on old records.

Research and implement policy of on-line city-wide travel reservations. Update city-wide travel regulations accordingly.

Investigate the possibility of downloading County property information directly into the SAD system, utilizing the County barcode for consistency.

Participate in the acquisition and implementation of a city-wide fully integrated financial system.

Improve the collection of outstanding Accounts Receivables by working closely with departments and other governmental entities in reconciling billing disputes. Complete a new A/R policy.

Investigate the possibility of having vendors with multiple page billings submit their invoices to the system electronically.

Prepare RFP for travel agent contract.

Ensure city business/assets are properly recorded and reported per GASB 34.

Input Measure (\$000's)

2002	110	110 GENERAL FUND	2,827
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Strategic Accomplishments

Set up One Stop Shop to access pro-rata charges directly reducing inconvenience to the customer.

Increased the percentage of vendor invoices paid within thirty (30) days.

Prepared the City's Comprehensive Annual Financial Report (CAFR) per new reporting requirements of GASB 34. Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the prior years report.

Implemented web based payroll system.

Discontinued use of Social Security numbers as employee identifiers.

Output Measures	Year	Projected	Mid-Year	Actual	Notes
# of User Group Meetings	2001			10	
	2002	10		12	
# of User Group Meetings	2003	12			
# of User Group Meetings	2004	12	12	29	Additional sessions must be done in order to train department payroll personnel in the use of the web based payroll system.
	2005	12	4		
	2006	12			

Output Measures	Year	Projected	Mid-Year	Actual	Notes
# of departments participating in Accounts Receivable Pilot Project	2001			2	
	2002	2			
# of departments participating in Accounts Receivable Pilot Project	2003	4			
# of departments participating in Accounts Receivable Pilot Project	2004	4	4	4	There need to be multiple transactions to make this beneficial.
	2005	4	2		There were three but the Convention Center was eliminated.
	2006	4			

Output Measures	Year	Projected	Mid-Year	Actual	Notes
Increase in the # of training session	2003	80			Less need due to turnover. Some classes have been reduced to one day from two.

2004 80

Less need due to turnover. Some classes have been reduced to one day from two. Additionally, there are fewer staff available for training, and more time must be spent with user groups due to the web based payroll system

2005 80 46

2006 80

Quality Measures	Year	Projected	Mid-Year	Actual	Notes
Decrease in the # of audit findings related to financial reporting	2001			6	

Decrease in the # of audit findings related to financial reporting	2002	0			
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Quality Measures	Year	Projected	Mid-Year	Actual	Notes
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Increase number of invoices paid within 30 days	2001			65%	
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Increase number of invoices paid within 30 days	2002	68%		68%	
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	2003	70%			
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	2004	70%	69.8%	71.2%	
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	2005	70%	62%		
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This is the number of invoices that are received and processed within 30 days. This does not account for the time in the departments.

	2006	70%			
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Quality Measures	Year	Projected	Mid-Year	Actual	Notes
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Issuance of the CAFR/Financial Statements within the established schedule	2001			yes	
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	2002	yes		no	
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Issuance of the CAFR/Financial Statements within the established schedule.	2003	yes			CAFR was delayed in the legislative process.
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	2004	yes			
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	2005	yes	no	no	
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	2006	yes			
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Quality Measures	Year	Projected	Mid-Year	Actual	Notes
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% of vendors paying by ACH	2004	40%			
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